

**EMPLOYMENT OPPORTUNITY  
ANNOUNCEMENT NUMBER: HCMALL 15/27B**

***This announcement is for trainee level. The position is also advertised at full performance level.  
Please see the ANNOUNCEMENT NUMBER HCMALL 15/27A for reference.***

**OPEN TO:** All interested candidates  
**POSITION:** Program Assistant, FSN-7  
**OPENING DATE:** June 08, 2015  
**CLOSING DATE:** June 22, 2015  
**WORK HOURS:** Full-time, 40 hours/week  
**LENGTH OF HIRE:** Long term. Actual filling of the position is contingent upon the availability of funds  
**ANNUAL SALARY:** Ordinarily Resident: **US\$9,023.00** (Starting salary)

The Consulate General of the United States of America in Ho Chi Minh City is seeking an individual for employment of Program Assistant position in Public Affairs Section (PAS).

**NOTE: ALL APPLICANTS WHO ARE NOT FAMILY MEMBERS OF U.S. GOVERNMENT EMPLOYEES MUST HAVE RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

**BASIC FUNCTIONS OF THE POSITION**

Under the daily supervision and the overall guidance of the Public Affairs Officer (PAO), incumbent of the position serves as Administrative Assistant with programmatic, fiscal, administrative and management functions in the PAS in Ho Chi Minh City. The incumbent provides program support by managing crucial internal and external relationships, and administering Post's resources, including grants and exchanges, financial procurement and supply, and maintenance management; performs sub-cashier responsibilities and serves as point of contact with Consulate and PAS Hanoi for both general State and Public Diplomacy (PD)-budgeted items and services; handles grant paperwork and develops and monitors budget to ensure that funds are in compliance with public diplomacy grant policy. The incumbent works in concert with local partners to arrange administrative and logistical details for exchange participants, speakers, and other Department of State (DOS)-funded visitors; negotiates with local business contacts to raise funds for Public Affairs programming; assists at public outreach events including concerts and seminars; works with Cultural Affairs Officer (CAO) to oversee alumni outreach programs and provides administrative support for EducationUSA.

**QUALIFICATION REQUIREMENTS**

**NOTE:** All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

- (1) University studies in one of the following fields: language, public relations, business, or cultural studies is required.
- (2) Must have at least three years' experience in the fields of budget, administration, office management, communication, education or culture including extensive customer service, managing funds.
- (3) Must have 1) working knowledge of Vietnamese Government (VNG) protocol and procedures and understanding of the social mores in both the U.S. and Vietnam; 2) comprehensive understanding of Vietnam's education system, cultural institutions, libraries, etc.
- (4) Must have outstanding skills in 1) office management, customer service, negotiation, multi-tasking, management of competing priorities, coordination of simultaneous activities, prioritization, and independent problem-solving; 2) budget management and IT; 3) anticipating problems (interpersonal, intercultural, and logistical) and resolving them effectively. Ability to produce work products that are timely, accurate in order to increase the prestige of the Consulate General is required.
- (5) Level 4 (Fluent) Speaking/Reading/Writing English is required (this will be tested).  
Level 4 (Fluent) Speaking/Reading/Writing Vietnamese is required.

## SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## ADDITIONAL SELECTION CRITERIA

Please see post eligibility & qualification requirements on the Management Office bulletin board/intranet (Sharepoint) or on the Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed Not Ordinarily Residents (NORs) hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold U.S. Mission Regional Security Office (RSO) and Health Unit clearances.

## HOW TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174) or a combination of both DS-174 (sections 1 – 24) along with a listing of the applicant's work experience attached as a separate sheet. The DS-174 form is available on the U.S. Consulate website <http://hochiminh.usconsulate.gov/jobs.html>.

**Applications should be submitted through email to the address: [HoChiMinhCityHR@state.gov](mailto:HoChiMinhCityHR@state.gov). Do not compress files and send in "rar" format.**

**Subject line must be: (HCMALL 15/27B) or your application may not be considered;**

**We will only accept applications by email. Please do NOT attach a photo on an application form or resume.**

2. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification.

### CLOSING DATE FOR THIS POSITION: JUNE 22, 2015

(All applications must be received by the closing date to receive consideration. Please wait to hear from us within 4 weeks from the closing date.)

The U.S. Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.